Severe Weather Notification Plan – General Services Building

- As part of our new employee training, we will instruct our staff to pay attention to weather conditions when working outside and to take shelter when the tornado siren is activated.
- We will instruct staff who typically work in other buildings to familiarize themselves with the severe weather notification plan and the shelter area within these other building/s.
- We will share our severe weather notification plan with all staff, including general tornado emergency procedure information as provided by EH&S on a regular basis, especially each spring when severe thunderstorms are a particular threat.
- We will post evacuation guidelines and identify designated shelter areas.

In the event of a weather-related emergency as issued by the National Weather Service via the weather radio, we will follow these steps to alert employees:

- Contact FP&M Service Desk 4-5100 (Sherri Paul) and request issuance of an all pager announcement.
- Contact Computer Support Services (room 143) and request issuance of a Network Broadcast Message.
- Contact Central Stores 4-5752 (Norm Hill) requesting notification of Central Stores staff.
- Notify secretarial/clerk staff (see list below) requesting they notify occupants of all conference rooms in their specific work area.
  - Darla Degroot 4-8811 (room 128B)
  - Gina Holtzbauer 4-8079 (rooms 108D, 142, & 146)
  - Helene Uhlenhopp 4-1014 (rooms 200H & 200P)
  - Sue Mallas 4-0692 (rooms 152B & 154A)
- In the event of a tornado warning, take weather radio and proceed to designated shelter area.

**Announcement for a TORNADO WATCH:**
The University is under a TORNADO WATCH until _____AM/PM. Normal routine will not be interrupted unless a TORNADO WARNING is issued. If the weather radio or outside sirens sound indicating a TORNADO WARNING for Story County, proceed immediately to nearest designated tornado shelter in your building.

**Announcement for a TORNADO WARNING:**
The University is under a TORNADO WARNING. Proceed immediately to the nearest designated tornado shelter area. Remain in the shelter until the TORNADO WARNING is over.

**General Services Building Shelter Area**
- Basement hallways including C0049, C0050, & C0067 (FP&M hallways between Campus Services and Material Stores)
- Rooms 52, 52A, 52B, 53, 54, 64C, 71B (Custodial team room, Campus Services break room, Material Stores office area)
- Room 96 (lower level Central Stores)


12/30/2014